

SECTION 800-SCHOOL-COMMUNITY RELATIONS(03/28/2014)

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801-SCHOOL – COMMUNITY RELATIONS GOALS

The Board, in an effort to ensure and enhance the possibilities for excellence in the education of our children in a free society, presents and endorses this statement of policy on school and community relations because of its conviction that (a) the public schools belong in every sense to the people who created them by consent, and support them by taxation; (b) the schools are only as strong as the intelligent and informed support of the people of this community, and never any stronger; and (c) the support of the people must be based upon their knowledge of, their understanding about, and their participation in the aims and efforts of the public schools.

The Board therefore reaffirms and declares its design and intent;

A. To keep the citizens of the district regularly and thoroughly informed through all the channels of communication on all the policies, programs, problems and planning of the school system.

B. To invite the advice and counsel of the people of the school district at all times and especially at all regular monthly meetings of the Board, except at executive sessions.

C. To solicit the sound thinking and studied counsels of the people through advisory committees selected from the community and appointed by the Board to consider those problems which vitally affect the future of our children.

Approved: March 2014

802-INFORMING THE PUBLIC

A. The program of public relations in Woods Elementary School remains a direct responsibility of the Administrator under the guidance and policies of the Board of Education. Not only does he report and interpret Board policies to the staff and to various governmental agencies, but he conducts an active and comprehensive informational program throughout the community to promote widespread understanding of the school program.

B. It shall also be the responsibility of all teaching staff members to periodically apprise parents and the public of activities and programming within their classes. The media for accomplishing this responsibility could include, however is not limited to: School newsletter, open house, learning fairs, invitations to public and parents to attend activities, etc.

Approved: March 2014

803 PUBLIC CONDUCT ON SCHOOL PROPERTY

A. Possession and/or use of Alcohol and Drugs

1. Possession / use of beer, liquor or controlled drugs on the school grounds or in school buildings is strictly prohibited at all times. This restriction applies to students, faculty, staff, parents or citizens who may have access to the school building or premises.

2. Violators of this policy are also in violation of Wisconsin State Statutes and are subject to fine and penalty as prescribed by state statutes.

3. All violations will be reported directly to law enforcement personnel of the village or county.

Approved: March 2014

804 SCHOOL VISITORS

The Board of Education encourages all citizens of the Geneva Jt. 4 School District to visit school facilities in accordance with reasonable procedures that have been established to ensure that such visits do not disrupt the educational environment or endanger the safety of students or staff. When citizens visit the schools they can assist the Board to determine needs, and support Board of Education efforts to continuously improve education in the Geneva Jt. 4 School District.

The Board of Education believes that parent(s)/guardian(s) who have students attending the Geneva Jt. 4 School District have a special responsibility to keep themselves informed about the day-to-day operations in the schools. The administrator shall encourage parents and guardians to visit the school and shall promote a spirit of mutual cooperation between home and school that will benefit students. Additionally, the administrator shall make an effort to ensure that parents/guardians of school students are aware of the school visitor policy and procedure by direct communication to homes, in the course of working with parent organizations and by discussion at other school meetings.

A school visitor shall not be permitted to interrupt classroom instruction to speak with a staff member or his/her child unless the school administrator grants permission because there is an emergency. Pre-school children and students from other schools shall not be permitted to visit schools while classes are in session, unless special permission is granted in advance by the administrator. A school visitor shall not be permitted to visit any student who is not his/her child, unless permission for such a visit is granted in advance by that student's parent/guardian.

Except for persons attending scheduled school programs, all persons who visit the Geneva Jt. 4 School District, during the school day, shall report to the school office upon arrival, sign in, announce the nature and purpose of the visit and obtain a visitor pass before proceeding to their destination.

Approved: March 2014

805 SCHOOL VISITOR PROCEDURES

The Board of Education established visitor procedures to reduce disruptions that might interfere with the educational program or threaten the safety of students and staff in the Geneva Jt. 4 School District.

School Visitor Responsibilities:

Report to the school office when entering the building between 8:20a.m. and 3:20 p.m. on a school day, except when attending scheduled school programs that occur during the regular school day.

Inform the school secretary of the staff member or student he or she wishes to see and ask the school secretary if that person is available. Regular school volunteers need only to complete the visitor logbook.

Record the following information in the visitor logbook:

- Name and address
- Whether he or she is a parent/guardian of a child attending the school
- Name of the person/classroom he/she is visiting
- Purpose of the visit
- Time of arrival
- Write his/her name on a visitor badge, affix the visitor badge on his/her shirt or jacket and proceed to the location or person to be seen
- Report to the school office after concluding the visit to:
- Record his/her time of departure
- Discard his/her visitor badge

Administrator Responsibilities:

- Maintain a visitor logbook that is available at all times during the school day in the school office
- Enforce the school visitor policy and monitor the whereabouts of school visitors
- Provide temporary and permanent visitor passes for all persons who visit the school building
- Require all visitors, including persons seeking the preferential treatment afforded parents under this policy, to properly identify themselves.
- Retain complete authority to exclude from the school premises any person(s) whom he/she has reason to believe may disrupt educational programs in the classroom or school, may disturb the teacher(s) or child(ren) on the premises or whom the principal believes are on the premises for the purpose of committing an illegal act.

Approved: March 2014

806 CLASSROOM OBSERVATION PROCEDURES

1. Any parent/guardian who wishes to observe his/her child's classroom while in session must obtain the advance permission of the administrator. When such a request is made, the administrator will consult the teacher and schedule the classroom visitation for a day and time within one week of the request.
2. A parent/guardian who observes a classroom should not interrupt the class. If the parent/guardian wants to ask questions of the teacher or to confer with the teacher, he/she should make arrangements for a conference with the teacher by contacting the teacher at a later time for an appointment.
3. To avoid interference with the education of students, the principal may limit the number of visitors to a particular classroom at a given time and shall have the further right to determine a reasonable period of time for the visitors to remain in the classroom.

Approved: March 2014

806.1 SCHOOL VOLUNTEER CONFIDENTIALITY

The Board believes that students in Woods School have the right to expect that information about them will be kept confidential by all volunteers. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as "FERPA" or the "Buckley Amendment"). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution, including Geneva Joint 4-Woods School, which disseminates a student's education records without his or her parent's consent.

It shall be required that all volunteers sign an agreement to abide by the rules governing student privacy and confidentiality of all student information.

First Reading: September 2010

Adopted: **October 2010**

Policy 806.1(Exhibit 1)-Geneva Joint 4-Woods School Student Privacy Statement and Volunteer Confidentiality Agreement

Student Privacy and Volunteer Confidentiality

Students in Woods School have the right to expect that information about them will be kept confidential by all volunteers. Additionally, the U.S. congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as “FERPA” or the “Buckley Amendment”). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution, including Geneva Joint 4-Woods School, which disseminates a student’s education records without his or her parent’s consent.

- Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school employees, as designated by the administrator at Woods School. Even when discussing a student with those who are directly involved in a student’s education, such as a teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student’s educational growth, safety, or well being.
- You may not share information about a student even with others who are genuinely interested in the student’s welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student’s care, is the only exception). Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student’s teacher or administrator.
- Parents, friends, or community members may in good faith ask you questions about a student’s problems or progress. Again, you must refer all such questions to the authorized school employees. **You may not share information about a student even with members of you own family or the student’s family.**
- Before you speak, always remember that violating a student’s confidentiality isn’t just impolite, it’s against the law!

Agreement

I, (print name) _____, as a volunteer for Geneva Joint 4-Woods School, agree never to disclose information about a student’s records to anyone other than an authorized school department employee. I will refer all requests for such information from those not directly involved in the student’s education to authorized school department employees.

Signature _____ Date _____

830 Building Use

The Board of Education encourages the use of school facilities for legitimate community function, but retains a discretionary power over all applications.

The Board will allow school facilities to be used throughout the calendar year, if proper application and safety conditions are satisfied. It is the policy of the Board that any school activity have first priority if there is a conflict in requested dates of use.

The Board recognizes its responsibility for the proper care and maintenance of the building and grounds, and requires that building utilization conform to existing requirements of law. Therefore, the conditions of the application for building use which accompanies this policy must be met by any person, group, or organization to use the facilities. The Board will permit the use of school facilities when such permission has been requested in writing at least 30 days prior to the event and has been approved by the administration.

The use of school facilities shall not be granted for the advantage of any commercial or profit-making organization, private social functions, or any purpose which is prohibited by law.

RENTAL FEES: The user of the facilities shall cover any cost incurred by the District for utilities and staffing that occur due to the use. These costs will be revised yearly and be based on the estimated cost of utilities and staffing. Costs will be published with the annual budget.

CUSTODIAL FEES: If the administrator decides that a custodian is needed to provide building security and/or cleaning services, the individual or group will pay the overtime rate of the custodian. This rate will be revised yearly by the district administrator or his designee and published with the annual budget.

INSURANCE AND LIABILITY:

1. The building user shall be primarily liable, and the Board of Education shall be secondarily liable, for any damage to property and for expense incurred in consequence for any use of school grounds, buildings, facilities or equipment.
2. Where permitted by law, the applicant shall agree to indemnify, save and hold free and harmless, the Geneva Joint #4 School District, their officers, agents, and employees, from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever which the school district or the city, their officers, agents or employees, or any of them may sustain or incur, or that may be imposed upon any of them, or injury to, or death of, persons or damages to property arising out of, connected with, or attributable to the rental, use and occupancy of the public school building as provided herein.
3. The person, group, or organization requesting the use of the building must present a certificate of insurance. All users must obtain and provide evidence of acceptable liability coverage listing the Geneva Joint #4 Board of Education-Woods School as an additional insured prior to the use of the facility.

BUILDING CONDITION: The sponsoring person (co-signee) is responsible for seeing that the facilities are left in the condition in which they were found.

LEGAL REFERENCE: Sections 120.13(17), (19) and (21) Wisconsin Statutes

Approved: February 9, 2011

BUILDING USE AND NOTIFICATION FORM

WOODS SCHOOL IS AVAILABLE TO INDIVIDUAL/S AND ORGANIZATION/S (IE: GIRL SCOUTS, BOY SCOUTS) RESIDING WITHIN THE DISTRICT FOR NON-PROFIT PURPOSES, AT THE FOLLOWING TIMES ON SCHOOL DAYS:

REGULAR SCHOOL HOURS: 8A.M. – 4 P.M./4P.M.-8P.M.

MONDAY THRU FRIDAY

FEES WILL BE ASSESSED AS DESCRIBED IN THE BUILDING USE POLICY. IN THE EVENT OTHER TIMES AND DAYS ARE DESIRED, THE SCHOOL BUILDING IS AVAILBALE AT A FEE AS DESCRIBED IN THE BUILDING USE POLICY IF STAFF IS AVAILABLE.

A. TO BE FILLED OUT BY INDIVIDUAL/S OR ORGANIZATION:

NAME: _____ **PHONE:** _____

ADDRESS: _____
STREET CITY STATE ZIP

E-MAIL: _____

EVENT DATE: _____ **EVENT TIME:** _____

B. WHERE EVENT IS TO BE HELD:

NUMBER ATTENDING: _____

ROOM/S: _____

SUPPLIES NEEDED (TABLES, ETC): _____

C. EMPLOYEE/S SCHEDULED TO ATTEND:*

NAME: _____ **NAME:** _____

NAME: _____ **NAME:** _____

NAME: _____ **NAME:** _____

D. MAINTENANCE NOTIFICATION: HEAT NEEDS, ROOM USE, ETC. NOTIFIED:

NAME: _____ **DATE:** _____

BLDG & GROUNDS SUPV.

E. OFFICE USE ONLY

CERTIFICATE OF INSURANCE ON FILE YES _____ NO _____
If "NO", proof of special event policy YES _____ NO _____

FEES:

RENTAL (STAFF/UTILITIES) \$ _____

CUSTODIAL \$ _____

**F. NOTIFICATION:
I HEREBY ACKNOWLEDGE THE FOLLOWING:**

I HAVE BEEN PROPERLY NOTIFIED AND HAVE RECEIVED A COPY OF THE "MANAGEMENT PLAN LOCATION AND AVAILABILITY" FORM VERIFYING THE EXISTENCE AND LISTING THE EXACT LOCATIONS OF THE ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) INSPECTION REPORT AND MANAGEMENT PLAN IN CONJUNCTION WITH ALL ASBESTOS CONTAINING BUILDING MATERIAL (ACBM) PRESENT IN THIS FACILITY FOR MY PERSONAL REVIEW. ALSO, I HAVE BEEN ADEQUATELY INSTRUCTED IN THE PROCEDURES AND CONTACT PERSON/S IN ACQUIRING COPIES OF ALL OR ANY PART OF EITHER DOCUMENT. I UNDERSTAND THAT UNDER NO CIRCUMSTANCES THAT ANY SMOKE OR FOG CREATING APPARATUS MAY BE USED.

AS SPOKESPERSON FOR THE ABOVE ORGANIZATION, I UNDERSTAND IT IS MY RESPONSIBILITY TO NOTIFY ALL INDIVIDUALS, AND THEIR GUESTS, THAT THIS FACILITY HAS A "ASBESTOS MANAGEMENT PLAN" AND OF ITS AVAILABILITY TO THEM TO REVIEW IT DURING SCHOOL HOURS.

WOODS SCHOOL IS AVAILABLE TO INDIVIDUAL/S AND ORGANIZATION/S (IE: GIRL SCOUTS, BOY SCOUTS) RESIDING WITHIN THE DISTRICT FOR NON-PROFIT PURPOSES, AT THE FOLLOWING TIMES ON SCHOOL DAYS AT NO CHARGE:

**REGUL0AR SCHOOL HOURS: 8A.M. – 4 P.M./4P.M.-8P.M.
MONDAY THRU FRIDAY**

IN THE EVENT OTHER TIMES AND DAYS ARE DESIRED, THE SCHOOL BUILDING IS AVAILABLE, DEPENDING ON THE AVAILABILITY OF STAFF. THE USER OF THE FACILITY WILL BE RESPONSIBLE FOR ALL COSTS AS DESCRIBED IN THE BUILDING USE POLICY.

SIGNATURE: _____ DATE: _____

ADMINISTRATOR: _____ DATE: _____

831- PUBLIC RECORDS

The Board of Education recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction.

The public records of this District include any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been prepared, owned, used, in the possession of, or retained by the District, its Board, officers, or employees to the extent such materials are within the definition of public records under applicable law. "Public records" do not include, but are not necessarily limited to, drafts, notes, preliminary documents and similar materials prepared for the originator's personal use, published materials available for sale or which are available for inspection at a public library, material with access limited due to copyright, patent or bequest, purely personal electronic mail, certain pupil records, medical records, documents containing genetic information, trial preparation records, confidential law enforcement investigatory records, and records the release of which is prohibited by State or Federal law.

Any person may make an oral or written request for any public records of the District. The person may inspect, copy, or receive copies of the public record requested. The request must be reasonably specific as to the subject matter or length of time represented by the record. The District shall respond as soon as practicable and without delay to the requestor providing the requested documents or informing the requestor of the District's intent to deny access. If access is denied, the District will provide a specific explanation regarding the decision to deny access. If a record contains information that may be made public and information that may not be made public, the legal custodian or designee shall provide the information that may be made public and delete the information that may not be made public from the record before release.

A requestor may purchase copies of the District's public records upon payment of a fee. In cases where the cost of locating and reproducing the requested record is estimated to exceed \$50, the District Administrator may require advance payment of the estimated cost from the requestor prior to fulfilling the request. The District may charge fees for the actual time spent by District employees in locating the record at the applicable employee(s)' hourly rate for salary and benefits, as well as a reproduction cost of 25 cents per page. The District may also charge the requestor for any equipment required to fill the request (such as video tapes, computer disks, etc.). The actual full cost of providing a copy of other records not in printed form on paper, such as films, computer printouts and audio or videotapes shall be charged. If mailing or shipping is necessary, the actual cost thereof shall also be charged. The legal custodian of records or designee may not sell or rent a record containing an individual's name or address of residence, unless specifically authorized by state law. The collection of fees as outlined above is not a sale or rental under these procedures.

If payment is required, the District will calculate the actual cost and charge the requestor. If advance payment is required, the District will either invoice the requestor for the difference between the estimate and actual cost or refund any overpayment.

The District's Record Custodian may, in his/her sole discretion, elect to waive the imposition of the costs provided for herein.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this District, except student records and certain portions of personnel records.

The District Administrator shall establish administrative guidelines to ensure proper compliance with the intent of this policy and the public records law.

Records Retention Schedule

The District will follow the Wisconsin Department of Administration's guidelines on School District record retention.

The most recent edition of the guidelines is dated May, 2010. It may be accessed at the following web address:

<http://dpi.wi.gov/ibstat/pdf/wi-rrssd.pdf>

Adopted: December 2011

LEGAL REF.:

Chapter 19, Subchapters II and IV Wisconsin Statutes

Sections 103.13

118.125

118.126

118.127

120.13(12)

120.13(28)

146.81-146.83

252.15

ADM 12, Wisconsin Administrative Code

Family Educational Rights and Privacy Act (FERPA)

Health Insurance Portability and Accountability Act (HIPAA)

No Child Left Behind Act of 2001

29 C.F.R. Part 1635

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act